



CITY OF ATLANTA

Job Announcement

GRANTS MANAGEMENT ANALYST

STARTING SALARY: \$42,766
SALARY GRADE: 21

Applications Accepted From: February 13, 2006 Until Vacancy is Filled

Minimum Job Requirements

Applicants must have a bachelor's degree in Accounting, Business/Public Administration, Finance or related field and four years of experience in budgetary analysis, grant application and project management. Experience with federally funded programs is preferred. No substitute will be allowed for a high school diploma or GED.

Duties of the Job

This employee performs grants management and financial analysis activities; conducts performance evaluation of grant-funded projects; monitors the progress and expenditures of grant projects from development phase through operational phase; identifies problem areas and engages in problem resolution; administers grant budget, including preparation of legislation, project approval resolutions, appropriation ordinances, Human Resource Action Requests and contract authorizations; serves as liaison to granting agencies and other federal/state officials on grant matters; and performs other duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303
Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

All applicants hired must present an appropriate picture ID and have their social security number verified by the hiring department.

THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT MAY INCLUDE, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.